



FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215

## J O B   A N N O U N C E M E N T

**POSITION TITLE:** Clerical Specialist (Bargaining Unit)      **PCN:** 084608

**DEPARTMENT:** Establishment      **P.R.:** T3

**REPORTS TO:** Angelo Lala, Support Officer Supervisor

**RESPONSIBILITIES:** Performs specialized clerical tasks requiring high degree of accuracy and reliability. Review and research all applications of IV-A clients requesting child support services. Access correct computer screens and take necessary action to build child support cases and merge and/or delete applications. Conduct research on applications and take the appropriate action necessary. Process all applications and/or child support cases within the 20 day time frame mandated by the State. Communicate with the Department of Jobs and Family Services staff to update cases.

**MINIMUM QUALIFICATIONS:** High School diploma or equivalent with six (6) months of clerical experience; or any equivalent combination of training and experience. Computer experience, knowledge of classifying information, and sorting items into categories is desired.

**STARTING SALARY:** \$12.04/hr, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Wednesday, May 11, 2016

**DEADLINE FOR APPLYING:** Tuesday, May 17, 2016

If interested, please go to [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr) and apply on-line.

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